



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

REQUEST FOR E-QUOTE NUMBER: 13VR88762A

PROJECT TITLE: Food & Hospitality Services

DUE DATE: Friday, August 9, 2013

WILL BE RECEIVED UNTIL: 2:00 P.M.

LAST DAY FOR QUESTIONS: Wednesday, August 7, 2013

BIDDERS MAY SUBMIT REQUESTS FOR CLARIFICATION OR QUESTIONS REGARDING THIS E-QUOTE TO THE PURCHASING CONTACT PERSON LISTED BELOW. ANY REQUEST SHALL ONLY BE SUBMITTED IN WRITING (FAX OR EMAIL). ALL RESPONSES TO WRITTEN REQUEST(S) WILL BE DISTRIBUTED AS ADDENDA TO THIS E-QUOTE AND POSTED ON THE FULTON COUNTY WEBSITE AT www.fultoncountyga.gov.

THE COUNTY WILL NOT RESPOND TO REQUESTS RECEIVED AFTER *Thursday, August 7, 2013 AT 2:00 P.M.*

E-QUOTE RESPONSES MUST BE SUBMITTED ONLINE AT www.fultonvendorservice.co.fulton.ga.us. BY THE DATE AND TIME INDICATED. You must be a registered vendor in order to respond to E-QUOTES.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW VIA EMAIL ONLY. NO PHONE CALLS WILL BE ACCEPTED. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME:
Vearnetta Rivers

E-MAIL ADDRESS:
vearnetta.rivers@fultoncountyga.gov

FAX NUMBER:
(404)893-6588

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

REQUEST FOR QUOTE GENERAL TERMS AND CONDITIONS

The following provisions are hereby made a part of this Request for Quote ("E-QUOTE"). Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this e-quote, vendor agrees to furnish the product(s) and, or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for E-Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses must be submitted for e-quotes on-line via the Vendor Self Service system at <https://fultonvendorselfservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to e-quotes must be received no later than 2:00 p.m. on the date indicated.
3. **AMENDMENTS TO THE REQUEST FOR E-QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **ADDENDUM.** Revision to the Request for E-Quote issued by the County prior to the receipt of bids.
5. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
6. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
7. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for E-Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
8. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
9. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
10. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and, or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and, or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.
11. **INDEMNIFICATION.** Contractor, Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.

12. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
13. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
14. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
15. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
16. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
17. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
18. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
19. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
20. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
21. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract, purchase order must submit its protest in writing to the Director of Purchasing & Contract Compliance, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing & Contract Compliance in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract, purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.
22. **BINDING AUTHORITY.** The individual submitting this E-QUOTE must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws, including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

REQUEST FOR E-QUOTE SPECIFICATIONS

Food & Hospitality Services Housing & Human Services Office of Children and Youth

1. DESCRIPTION

Fulton County Department of Purchasing & Contract Compliance is soliciting e-quotes from qualified vendors to provide food and hospitality services for the Housing and Human Services Department Office of Children and Youth Programs.

2. CONTACT PERSON

Please contact Vearnetta Rivers by e-mail vearnetta.rivers@fultoncountyga.gov or Fax (404) 893-6588 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

3. TERM OF AGREEMENT

From date of purchase order thru twelve months

4. PRODUCT, SERVICE SPECIFICATIONS

Successful vendor shall provide food and hospitality services to the Housing and Humans services Department - Office of Children Programs. The Office of Children & Youth are requesting that the successful vendor provide food and hospitality services for breakfast, lunch and snacks for up to 165 children and youth ages 5 – 17 years of age participating in various weekly program meetings.

Successful vendor shall also provide food and hospitality services to the Office of Children and Youth for Special Events for the, Kinship Care, Youth Leadership Academy-Boys, Youth Leadership Academy Girls, Priceless University, S.T.A.R.T. and Teen Dad's, programs. The special events shall take place periodically, between Aug - 2013 and December-2013. The number of participants shall range form 65-130 participants depending on the event.

Menu 1

- Breakfast: French toast sticks, turkey bacon, applesauce, orange Juice boxes
- Lunch: Baked salmon, cream spinach, rice pilaf
- Snack: Welch's fruit snack (individual packets) for each participant

Menu 2

- Breakfast: Egg and cheese biscuits, cheese eggs, turkey sausage and apple juice boxes.

- Lunch: Turkey wraps, veggie wraps, chicken salad wraps and Sun chips, each wrap shall be in individual bags with utensils, napkins and condiments.
- Snack: 2 oatmeal cookies per student.

Menu 3

- Breakfast: Waffles (2 waffles per child), mixed fruit and syrup
- Lunch: Pepperoni and cheese pizzas, salad bar (No iceberg lettuce), staff will determine number of pepperoni and cheese pizzas needed.
- Snack: Bag of Cheez-its.

Menu 4

- Breakfast: Egg and cheese biscuits, cheese eggs, turkey sausage and apple juice boxes
- Lunch: Pepperoni and Cheese Pizzas, Salad Bar (No iceberg lettuce), staff will determine number of pepperoni and cheese pizzas needed.
- Snack: Bag of Cheez-its.

Menu 5

- Breakfast: Fish, grits, biscuits and orange juice Boxes.
- Lunch: Turkey burgers, salad bar (No Iceberg Lettuce).
- Snack: Cutie oranges (2 per child).

Menu 6

- Breakfast: French toast sticks, turkey bacon, applesauce & orange juice boxes.
- Baked chicken tenders, garlic mashed potatoes and broccoli.
- Snack: Welch's fruit snack (individual packets)

Menu 7

- Breakfast: Grits, scrambled eggs, turkey bacon and croissants – Individual orange juice
- Lunch: Chicken salad, tuna, turkey sandwiches individually wrapped with potato chips and pickle. (Each should be in individual bags with utensils, napkins& condiments.
- Snack: Granola Bars

Menu 8

- Breakfast: Grits, scrambled eggs, turkey bacon and croissants – Individual orange juice
- Lunch: Hard & Soft taco shells, taco bar with ground turkey, tomatoes, lettuce, beans and cheese sauce.
- Snack: Granola Bars

Menu 9

- Breakfast: Egg and cheese biscuit, cheese eggs, Turkey bacon, individual apple juice boxes.
- Lunch: Turkey Wraps, Veggie Wraps, Chicken Salad Wraps and Sun Chips (in individual bags with utensils napkins & condiments).
- Snack: 2 Oatmeal Cookies per participant.

Menu 10

- Breakfast: Waffles with Syrup (with no corn syrup), Mixed Fruit and individual orange juices.
- Lunch: Chicken vegetable stir fry and yellow rice with wheat rolls.
- Snack: Graham Crackers (individual packages).

Menu 11

- Breakfast: Fish and Grits with biscuits.
- Lunch: Chicken Alfredo, green beans and wheat rolls.
- Snack: Popcorn (individual packages).

Menu 12

- Breakfast: French toast sticks, turkey bacon, applesauce & individual orange juice boxes.
- Lunch: Chicken Tenders (2 per participant), mixed vegetables and rice pilaf.
- Snack: Graham crackers (individual packages)

Menu 13

- Breakfast: Grits, scrambled eggs, turkey bacon, croissants – Individual orange juice.
- Lunch: Chicken Salad, tuna, turkey sandwiches individually wrapped with potato chips and pickles in individual bags with utensils, napkins & condiments.
- Snack: Welch's fruit snack (individual packets)

Menu 14

- Breakfast: Grits, scrambled eggs, turkey bacon, croissants – Individual orange juice.
- Baked Salmon, cream spinach, Rice pilaf.
- Snack: Welch's fruit snack (individual packets)

Menu 15

- Breakfast: Egg and cheese biscuit, cheese eggs, Turkey bacon, individual apple juice boxes
- Lunch: Turkey Wraps, Veggie Wraps, Chicken Salad Wraps and Sun Chips, in individual bags with utensils, napkins & condiments.
- Snack: 2 Oatmeal Cookies per participant.

Menu 16

- Breakfast: Waffles (2 waffles per child), mixed Fruit and syrup
- Lunch: Chicken salad, tuna, turkey sandwiches individually wrapped with potato chips and pickle, in individual bags with utensils napkins &, condiments.
- Snack: Bag of Cheez-its.

Menu 17

- Breakfast: French toast sticks, turkey bacon, applesauce, orange Juice Boxes
- Lunch: Baked salmon, cream spinach, rice pilaf
- Snack: Granola bars

Menu 18

- Breakfast: Waffles with Syrup (with no corn syrup), Mixed Fruit and individual orange juices.
- Lunch: Chicken salad, tuna, turkey sandwiches individually wrapped with potato chips and pickle in individual bags with utensils, napkins and condiments.
- Snack: Graham Crackers (individual packages).

Menu 19

- Breakfast: French toast sticks, turkey bacon, applesauce & orange juice boxes.
- Lunch: Chicken salad, tuna, turkey sandwiches individually wrapped with potato chips and pickle. (Each should be in individual bags with utensils, napkins& condiments.
- Snack: Granola Bars

Menu 20

- Breakfast: French toast sticks, turkey bacon, applesauce & orange juice boxes.
- Lunch: Hard & Soft taco shells, taco bar with ground turkey, tomatoes, lettuce, beans and cheese sauce.
- Snack: Granola Bars(individual packages)

SPECIAL EVENTS MENUS

Menu 21

- Roast Chicken
- Vegetarian Lasagna (limited amount for vegetarian meals only)
- Green Beans
- Pilaf Rice
- Dinner Rolls
- Slice Cake
- Sweet Ice Tea and Water

Menu 22

- **Beef Hot Dogs (must be warm when serving)**
- Hot Dog Buns
- Chips
- Green Salad
- Watermelon
- Oatmeal cookies
- Condiments of relish, mustard, ketchup and salad dressing
- Capris and water (individual Capri juice packets and water bottles)

Menu 23

- Roast Turkey
- Dressing
- Collard Greens
- Candied Yams
- Cranberry Sauce
- Rice
- Corn Bread
- Red Velvet Cake
- Sweet Ice Tea and Water

5. PRICING SHEETS

Please indicate the price per person for each menu:

Item No.	Item Description	Estimated Quantity	Unit of Issue	Unit price (\$)
1	Menu 1 Breakfast: French toast sticks, turkey bacon, applesauce, orange Juice boxes Lunch: Baked salmon, cream spinach, rice pilaf Snack: Welch's fruit snack (individual packets) for each participant	154	Per Person	
2	Menu 2 Breakfast: Egg and cheese biscuits, cheese eggs, turkey sausage and apple juice boxes. Lunch: Turkey wraps, veggie wraps, chicken salad wraps and Sun chips, each wrap shall be in individual bags with utensils, napkins and condiments. Snack: 2 oatmeal cookies per student.	154	Per Person	
3	Menu 3 Breakfast: Waffles (2 waffles per child), mixed fruit and syrup Lunch: Pepperoni and cheese pizzas, salad bar (No iceberg lettuce), staff will determine number of pepperoni and cheese pizzas needed. Snack: Bag of Cheez-its.	45	Per Person	
4	Menu 4 Breakfast: Egg and cheese biscuits, cheese eggs, turkey sausage and apple juice boxes Lunch: Pepperoni and Cheese Pizzas, Salad Bar (No iceberg lettuce), staff will determine number of pepperoni and cheese pizzas needed. Snack: Bag of Cheez-its.	109	Per Person	
5	Menu 5 Breakfast: Fish, grits, biscuits and orange juice Boxes. Lunch: Turkey burgers, salad bar (No Iceberg Lettuce). Snack: Cutie oranges (2 per	154	Per Person	

	child).			
6	<p align="center">Menu 6</p> <p>Breakfast: French toast sticks, turkey bacon, applesauce & orange juice boxes.</p> <p>Lunch: Baked chicken tenders, garlic mashed potatoes and broccoli.</p> <p>Snack: Welch's fruit snack (individual packets)</p>	165	Per Person	
7	<p align="center">Menu 7</p> <p>Breakfast: Grits, scrambled eggs, turkey bacon and croissants – Individual orange juice</p> <p>Lunch: Chicken salad, tuna, turkey sandwiches individually wrapped with potato chips and pickle. (Each should be in individual bags with utensils, napkins& condiments.</p> <p>Snack: Granola Bars</p>	44	Per Person	
8	<p align="center">Menu 8</p> <p>Breakfast: Grits, scrambled eggs, turkey bacon and croissants – Individual orange juice</p> <p>Lunch: Hard & Soft taco shells, taco bar with ground turkey, tomatoes, lettuce, beans and cheese sauce.</p> <p>Snack: Granola Bars</p>	121	Per Person	
9	<p align="center">Menu 9</p> <p>Breakfast: Egg and cheese biscuit, cheese eggs, Turkey bacon, individual apple juice boxes.</p> <p>Lunch: Turkey Wraps, Veggie Wraps, Chicken Salad Wraps and Sun Chips (in individual bags with utensils napkins & condiments).</p> <p>Snack: 2 Oatmeal Cookies per participant.</p>	165	Per Person	
10	<p align="center">Menu 10</p> <p>Breakfast: Waffles with Syrup (with no corn syrup), Mixed Fruit and individual orange juices.</p> <p>Lunch: Chicken vegetable stir fry and yellow rice with wheat rolls.</p> <p>Snack: Graham Crackers (individual packages).</p>	165	Per Person	
11	<p align="center">Menu 11</p> <p>Breakfast: Fish and Grits with</p>	15	Per Person	

	biscuits. Lunch: Chicken Alfredo, green beans and wheat rolls. Snack: Popcorn (individual packages).			
12	Menu 12 Breakfast: French toast sticks, turkey bacon, applesauce & individual orange juice boxes. Lunch: Chicken Tenders (2 per participant), mixed vegetables and rice pilaf. Snack: Graham crackers (individual packages)	154	Per Person	
13	Menu 13 Breakfast: Grits, scrambled eggs, turkey bacon, croissants – Individual orange juice. Lunch: Chicken Salad, tuna, turkey sandwiches individually wrapped with potato chips and pickles in individual bags with utensils, napkins & condiments. Snack: Welch's fruit snack (individual packets)	44	Per Person	
14	Menu 14 Breakfast: Grits, scrambled eggs, turkey bacon, croissants – Individual orange juice. Lunch: Baked Salmon, cream spinach, Rice pilaf. Snack: Welch's fruit snack (individual packets)	110	Per Person	
15	Menu 15 Breakfast: Egg and cheese biscuit, cheese eggs, Turkey bacon, individual apple juice boxes Lunch: Turkey Wraps, Veggie Wraps, Chicken Salad Wraps and Sun Chips, in individual bags with utensils, napkins & condiments. Snack: 2 Oatmeal Cookies per participant.	154	Per Person	
16	Menu 16 Breakfast: Waffles (2 waffles per child), mixed Fruit and syrup Lunch: Chicken salad, tuna, turkey sandwiches individually wrapped with potato chips and pickle, in individual bags with utensils napkins &, condiments. Snack: Bag of Cheez-its.	44	Per Person	

17	<p align="center">Menu 17</p> <p>Breakfast: French toast sticks, turkey bacon, applesauce, orange Juice Boxes</p> <p>Lunch: Baked salmon, cream spinach, rice pilaf</p> <p>Snack: Granola</p>	110	Per Person	
18	<p align="center">Menu 18</p> <p>Breakfast: Waffles with Syrup (with no corn syrup), Mixed Fruit and individual orange juices.</p> <p>Lunch: Chicken salad, tuna, turkey sandwiches individually wrapped with potato chips and pickle in individual bags with utensils, napkins and condiments.</p> <p>Snack: Graham Crackers (individual packages).</p>	65	Per Person	
19	<p align="center">Menu 19</p> <p>Breakfast: French toast sticks, turkey bacon, applesauce & orange juice boxes.</p> <p>Lunch: Chicken salad, tuna, turkey sandwiches individually wrapped with potato chips and pickle. (Each should be in individual bags with utensils, napkins& condiments.</p> <p>Snack: Granola Bars</p>	154	Per Person	
20	<p align="center">Menu 20</p> <p>Breakfast: French toast sticks, turkey bacon, applesauce & orange juice boxes.</p> <p>Lunch: Hard & Soft taco shells, taco bar with ground turkey, tomatoes, lettuce, beans and cheese sauce.</p> <p>Snack: Granola Bars (individual packages).</p>	154	Per Person	
21	<p align="center">Menu 21</p> <p>Roast Chicken Vegetarian Lasagna (limited amount for vegetarian meals only) Green Beans Pilaf Rice Dinner Rolls Slice Cake Sweet Ice Tea and Water</p>	300	Per Person	
22	<p align="center">Menu 22</p> <p>Beef Hot Dogs (must be warm when serving) Hot Dog Buns Chips</p>	300	Per Person	

	Green Salad Watermelon Oatmeal cookies Condiments of relish, mustard, ketchup and salad dressing. Capris and water (individual Capri juice packets and water bottles)			
23	Menu 23 Roast Turkey Dressing Collard Greens Candied Yams Cranberry Sauce Rice Corn Bread Red Velvet Cake Sweet Ice Tea and Water	375	Per Person	

6. SPECIAL CONDITIONS, INSTRUCTIONS

Vendor shall provide services on an as needed basis.

Vendor shall meet with Fulton County staff person to discuss and set-up and breakdown times at least 24-48 hours in advance of the service date.

All contacts and contact information will be provided upon award.

The Program sites are as follows:

Priceless University Program

Location: 5600 Stonewall Tell Road
College Park, GA 30349

Youth Leadership Academy- Girls program

Location: 4645 Butner Road
College Park, GA 30249

Youth Leadership Academy –Boys program

Location: 2775 Creel Road
Atlanta, GA 30349

Designated staff will provide vendor with weekly meal count for each program and each date.

Vendor will provide food and hospitality services for all program participants and special event participants with the following conditions:

- Shall have & provide appropriate condiment for all meals.
- Provide paper plates, napkins, plastic ware, cups, serving utensils, serving gloves & water for all meals.
- Provide racks, pans and sterno to keep food hot.
- juices that contain NO High Fructose Corn Syrup
- Syrup cannot contain corn syrup.
- All wraps and sandwiches should be in individual bags with utensils, napkins and condiments (ketchup, mustard, mayonnaise, hot sauce, salt & pepper.
- All cookies and crackers should be wrapped for individual servings.

SPECIAL EVENTS

Vendor will meet with Fulton County Staff and set up by 10:30 am and Breakdown by 2:15 pm for **Kinship Care & START (Successful Families)** programs Back to School Picnic Event.

Event Time: 11:00 am – 2:00 pm

Event Date: Saturday, August 3, 2013 – 100 Participants

Location: Southeast Senior Center
1650 Newstown Circle, SE
Atlanta, GA 30315

Vendor shall meet Fulton County staff person and set-up at 5:00 pm for the **Teen Dads** (north) program Graduation Achievement Ceremony and breakdown by 8:15 pm

Event Time: 5:30 pm – 8:00 pm

Event Date: Wednesday, August 14, 2013 – 30 Participants

Location: North Fulton Service Center
741 Roswell Road
Sandy Springs, GA 30350

Vendor will meet with Fulton County Staff and set up by 11:30 am and Breakdown by 4:15 pm for the **Kinship Care** program Family Building Event

Event Time: 12:00 pm – 4:00 pm

Event Date: Saturday, November 16, 2013 – 100 Participants

Location: Helene S. Mills Senior Multipurpose Facility
515 John Wesley Dobbs Avenue SE
Atlanta, GA. 30212

Vendor will meet with Fulton County Staff and set up by 4:30 am and Breakdown by 7:15 pm for the **S.T.A.R.T.** program Holiday Event

Event Time: 5:00 pm – 7:00 pm

Event Date: Thursday November 21, 2013 – 65 Participants

Location: Southeast Senior Center
1650 Newstown Circle, SE
Atlanta, GA 30315

Vendor will meet with Fulton County Staff and set up by 4:30 pm and Breakdown by 7:15 pm for the **S.T.A.R.T.** programs Holiday Event

Event Time: 5:00 pm – 7:00 pm

Event Date: Thursday December 12, 2013 – 65 Participants

Location: Southeast Senior Center
1650 Newstown Circle, SE
Atlanta, GA 30315

Vendor will meet with Fulton County Staff and set up by 11:30 am and Breakdown by 4:15 pm for the **Kinship Care** program Family Building Event

Event Time: 12:00 pm – 4:00 pm

Event Date: Saturday, December 14, 2013 – 100 Participants

Location: Helene S. Mills Senior Multipurpose Facility
515 John Wesley Dobbs Avenue SE
Atlanta, GA. 30212

Vendor will meet with Fulton County Staff and set up by 10:30 am and Breakdown by 1:15 pm for the **Youth Leadership Academy-Girls** program Community Holiday Event

Event Time: 11:00 am – 1:00 pm

Event Date: Saturday, December 14, 2013 – 80 Participants

Location: South Fulton Service Center
5600 Stonewall Tell Road
College Park, GA 30349

Vendor shall meet Fulton County staff person and set-up at 5:00 pm and Breakdown by 8:15 pm for the **Teen Dad's** (south) program Graduation Achievement Ceremony.

Event Time: 5:30 pm – 8:00 pm

Event Date: Tuesday, December 17, 2013 – 85 Participants

Location: H.J.C Bowden Multipurpose Senior Facility
2885 Church Street
East Point, GA 30349

Vendor will meet with Fulton County Staff and set up by 10:30 am and Breakdown by 1:15 pm for the **Youth Leadership Academy-Boys** program Holiday Event.

Location: TO BE DETERMINED

7. INSURANCE & RISK MANAGEMENT PROVISIONS

Food and Hospitality Services

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Contractors/Vendors shall submit evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name and Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be received by Fulton County Government prior to the start of any activities/services at any County facility.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	BY ACCIDENT - EACH ACCIDENT	\$100,000.
Employer's Liability Insurance	BY DISEASE - POLICY LIMIT	\$500,000.
Employer's Liability Insurance	BY DISEASE - EACH EMPLOYEE	\$100,000.

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Damage to Rented Premises	Limits	-	\$100,000

****CGL - No Exclusion for Sexual Abuse Allegations****

3. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits	Each Occurrence	-	\$500,000
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(Including operation of non-owned, owned, and hired automobiles).

4. **UMBRELLA LIABILITY**

(In excess of above noted coverage's) Each Occurrence - \$1,000,000

Certificates

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

The Contractor agrees to name Fulton County as an additional insured on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insureds. This insurance for the additional insureds shall be as broad as the coverage provided for the named insured Subcontractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insureds.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates should be sent to Fulton County Government and must identify the "Certificate Holder" as follows:

Fulton County Government – Purchasing Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

Important:

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

USE OF PREMISES

Contractor/Vendor shall confine its food services vehicle and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or

otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: _____ SIGNATURE: _____

NAME: _____ TITLE: _____

DATE: _____